



# Small MS4 Discharge Monitoring Reports

JULY 2020

USER GUIDE

## WHAT IS myDEQ?

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myDEQ is Arizona Department of Environmental Quality's (ADEQ's) new online web portal, designed to assist customers in meeting their environmental priorities and responsibilities. Upon creating an account, customers will be able to view their permits online and submit compliance reports as well as obtain new permits.

### How do I get a myDEQ account?

**Step 1:** Register your Responsible Corporate Officer (RCO) online

**Step 2:** Sign, notarize and return the Subscriber Agreement/Signature Agreement (emailed by ADEQ upon completion of registration form)

**Step 3:** Set up your new myDEQ account (link emailed after ADEQ receives agreement from Step 2)

**Register for an account today! | [Go to myDEQ Registration Form >](#)**

## HELPFUL TOOLS

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**myDEQ Tool Tips:** Not sure what something means? Click on this icon “?” and learn more about the terminology on that screen.

**Need Help?** The  button found in the top right is an easy way to access myDEQ support if any errors occur while you are trying to finish the application.



**Time Out Warning:** myDEQ does not have a “SAVE” option at this time (coming soon). After more than 20 mins of non-activity on a screen, the portal will time out and you will have to start over.

**Web Browsers** myDEQ works best in Firefox and Google Chrome. Internet Explorer is not recommended due to compatibility issues.

### Key Items to Have Ready:

- Outfall or Field screening point where samples were taken
- Results of Visual Monitoring or Screen Points
- Results of Analytical Monitoring, if applicable
- If No Discharge (NODI), the appropriate reason (and corresponding NODI code) for no discharge

## ACRONYMS

<b>ARS</b>	Arizona Revised Statute
<b>AZPDES</b>	Arizona Pollutant Discharge Elimination System
<b>BMP</b>	Best Management Practice
<b>DMR</b>	Discharge Monitoring Report
<b>MCM</b>	Minimum Control Measures
<b>MS4</b>	Municipal Separate Storm Sewer System
<b>PPGH</b>	Pollution Prevention and Good Housekeeping
<b>RCO</b>	Responsible Corporate Officer

## HOW DO I LOG MY DMR?

If you don't have a myDEQ account, see "How do I get a myDEQ account?" on Page 2.

### Step 1: Log into myDEQ

- Go to login page | [Go Now](#)



### Step 2: Select Log DMR Action

- Under mySTUFF, you will see a list of permits/registrations associated with your account.
- Locate your MS4 NOI in the list and the Actions dropdown column on the right

Permit/Registration ▼	Exp Date ▼	Status ▼	Actions
EPA ID	NA	ACTIVE	Select An Action ▼

- Click "Select An Action" to open the dropdown menu and select **Log DMR**

### Step 3: Prepare Materials and Start Application

- The opening screen lists the items you will need to complete the report, information on payment, and session time limits. Gather the necessary information before beginning.
- Click CONTINUE on the bottom right of the page.

## Step 4: Log Discharge Monitoring Details

- Select the reporting period for your DMR. Click SAVE PAGE & CONTINUE.

MOHAVE COUNTY MS4

ITF ID: 73470

### LOG DISCHARGE MONITORING DETAILS

Select a reporting period:  
Please choose a reporting period and then click CONTINUE.

Reporting Period	Due Date	Status
<input checked="" type="radio"/> DMR 07/01/2018 - 06/30/2019	09/30/2019	NOT STARTED

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- Select Yes if you wish to continue your submittal for wet weather sampling, then select the type of data you are entering. If you do not have data for either visual or analytical monitoring (if required), continue the application and there will be an opportunity to add a NODI code to explain why there is no data.
- Click CONTINUE.

MOHAVE COUNTY MS4

ITF ID: 73470

### LOG DISCHARGE MONITORING DETAILS

REPORTING PERIOD: DMR 07/01/2018 - 06/30/2019

Do you want to log the monitoring samples for your MS4 permit?  
Select one and click CONTINUE.

☒ Yes

What type of monitoring did you conduct?

☒ Visual discharge monitoring

☐ Analytical discharge monitoring

☐ No, I want to return to the dashboard

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# myDEQ - SMALL MS4 DMRs

- Select whether you want to identify your outfalls by choosing from the list of outfalls registered in your NOI, or by adding new outfalls directly to your DMR. Click SAVE PAGE & CONTINUE.

MOHAVE COUNTY MS4 ITF ID: 73470

## LOG DISCHARGE MONITORING DETAILS

REPORTING PERIOD: DMR 07/01/2018 - 06/30/2019

Where did you conduct the discharge monitoring?  
Select one and click CONTINUE.

☒ At a location registered in the NOI.

Select one location: s1

☐ The outfall/field screening point is not included in the NOI. I need to provide the location

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- Here, you will enter your wet season sample data. In the Sample Season drop-down menu, there are two wet seasons. Two samples are required for each wet season per outfall, meaning four samples are required per outfall. If you do not have data, select a reason from the "No Discharge Reasons" drop-down. When you finish entering the first sample, click SAVE.

## LOG DISCHARGE MONITORING DETAILS

REPORTING PERIOD: DMR 07/01/2018 - 06/30/2019

At this location, what are the visual monitoring results?  
Please select your sample season and sample date. Input all sample information. Once complete click SAVE.  
Enter as many samples as necessary then click CONTINUE.

Outfall Name/Number: s2 RW NAME: WATSON LAKE-Near Prescott, AZ  
Type: Impaired/Non-attaining- Perennial Source: NOI

Season Sample: ^

Season Sample: SELECT ONE Sample Date: MM/DD/YYYY

No Discharge Reason: SELECT ONE Color: SELECT ONE

Shoen: SELECT ONE Solid: SELECT ONE

Foam: SELECT ONE Oder: SELECT ONE

Other:

[SAVE >](#)

- After saving your first sample, click +ADD SAMPLE and enter the remaining samples for this outfall. Click CONTINUE to add more outfalls.

## myDEQ - SMALL MS4 DMRs

- Log your monitoring details for each outfall until your table displays all your outfalls with four samples per outfall.

REPORTING PERIOD: DMR 07/01/2018 - 06/30/2019

**Monitored Outfalls/Field Screening Points**

Row #	Monitoring Point ID ▾	Monitoring Point Type	Source	Sampling Type	# of Samples	Status	View	Delete
1	[REDACTED]	Outfall	DMR	Visual	4	SAVED		
2	[REDACTED]	Outfall	DMR	Visual	4	SAVED		
3	[REDACTED]	Outfall	DMR	Visual	4	SAVED		
4	[REDACTED]	Outfall	DMR	Visual	4	SAVED		
5	[REDACTED]	Outfall	DMR	Visual	4	SAVED		

- Next, you will be asked if you want to continue to report analytical monitoring information. If you are not required to perform and report analytical monitoring, select "No, I want to return to the dashboard." Once you're at mySTUFF, locate your NOI listing, click Select an Action, and then click Submit DMR.

Permit/Registration ▾	Exp Date ▾	Status ▾	Actions
EPA ID	NA	ACTIVE	Select An Action ▾

- Follow the guided instructions to submit the DMR sampling data you logged.

# myDEQ - SMALL MS4 DMRs

- If you are required to do analytical monitoring, you will be taken to a table to enter data for each of your samples. If no data is available for a sample, include a "No Discharge Reason" selection.

## LOG DISCHARGE MONITORING DETAILS

REPORTING PERIOD: DMR 07/01/2018 - 06/30/2019

**At this location, what are the analytical monitoring results?**

Please select your sample season and sample date. Input all sample information. Once complete click SAVE.  
Enter as many samples as necessary then click CONTINUE.

Outfall Name/Number:  
Type:

outfall 1  
Impaired/Non-attaining- Perennial

IRW NAME:  
Source:

WATSON LAKE-Near Prescott, AZ  
NOI

Season Sample : Summer Wet JUN 01 - OCT 31 , 10/01/2018

Season Sample: \*

Summer Wet JUN 01 - OCT 31

Sample Date: \*

10/01/2018

Parameter	Value	Unit	Hardness	PH	Temperature	No Discharge Reason
CHLOROPHYLL A	1					SELECT ONE
DISSOLVED OXYGEN	1	MG/L				SELECT ONE
PH	6	SU				SELECT ONE
TOTAL NITROGEN AS N T	10	MG/L				SELECT ONE
TOTAL PHOSPHORUS	1	MG/L				SELECT ONE
1,2-DIBROMO ETHANE	2	MG/L				SELECT ONE

+ ADD ROW

SAVE >

+ ADD SAMPLE

- Once your analytical data is entered, return to your dashboard at mySTUFF, select the "Submit DMR" action for your listed NOI, and follow instructions to submit.